



SUPERIOR COURT OF CALIFORNIA COUNTY OF TEHAMA

1740 Walnut St.
Red Bluff, California 96080
PHONE: (530) 527-3484

December 20, 2017

EMPLOYMENT OPPORTUNITY

<u>JOB TITLE:</u>	COURT DIVISION MANAGER (FLSA: Non-Exempt)
<u>SALARY:</u>	\$5,467.72 - \$6,660.13 monthly, plus benefit package
<u>CLOSING DATE:</u>	January 17, 2018 prior to 5:00 p.m.
<u>TENTATIVE INTERVIEW DATE:</u>	January 24, 2018

POSITION SUMMARY: This is an FSLA, Non-Exempt position; responsible to administer and supervise the work of the clerical support functions in a division of the Superior Court of California, County of Tehama. This position may require on occasion working in other departments of the Court as directed by the Assistant Court Executive Officer. The Division Manager works under the general direction of the Assistant Court Executive Officer.

EXAMPLE OF DUTIES:

- Overseeing the daily operations of a division of the Superior Court of Tehama County;
- Assigning, directing and reviewing the work performed by the division staff;
- Assisting in staff training and cross-training of court clerks;
- Conferring with the Assistant Court Executive Officer on matters of departmental policy and legality of operations procedures;
- Working closely with judges, attorneys, court staff, and other divisions to help define and coordinate a variety of activities including the forecast of court operation's needs;
- Supervising the maintenance of the division's court calendars;
- Cooperating and working closely with the Assistant Court Executive Officer/Database Administrator regarding the automated government systems, which programs include fine collections, processing of warrants and case management;
- Keeping the Assistant Court Executive Officer apprised of personnel matters or problems that may occur within the division regarding staff;
- Advising staff, attorneys, law enforcement agencies, other county departments and the public of changes in law and court requirements;
- Swearing in jurors and assisting judges during court sessions;
- Purchasing departmental supplies and equipment as authorized;
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Education:

- Graduation from high school or GED, four (4) years of responsible clerical experience with an emphasis in legal procedures of California courts; or an equivalent combination of education and experience.

Experience:

- This work consists of complex legal-related clerical duties at the supervisory level of classification.

Substitution:

- Additional qualifying experience may substitute for education on a year for year basis.

Licenses:

- Possession of a valid California driver's license.

Other Requirements:

- Verification of employment eligibility or authorization to legally work in the United States;
 - Pass pre-employment fingerprint and professional background checks
-

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization; ability to demonstrate interpersonal and communication skills dealing with the public and other agencies. Interact frequently with employees from other Court departments, the Judicial Council of California and with other County departments.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time;
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination, and vision to use a keyboard and computer terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference, and other materials;
- Moving from place to place within an office; some reaching for items above and below desk level;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is generally a clean work environment with limited exposure to conditions such as dust, fumes, or odors. A computer terminal is used on a daily basis. The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors, and response to unplanned events. There may be periodic contact with angry and upset individuals in volatile situations. There may be irregular work hours including meetings and work outside the normal business day, such as occasional evening and weekend work, as well as occasional overnight travel to attend training, meetings, and conferences.

SALARY AND BENEFITS PACKAGE:

Salary:

Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon a review date one (1) year following the appointment date.

Benefits:

- **Sick Leave** – 12 days annually (may carry over accrued sick leave from one calendar year to the next);
- **Vacation** - 0-4 years=12 days; 5-10 years=18 days; 11-20 years=21 days; 21+ years=22.5 days per year;
- **Management Leave** – 32 hours annually;
- **Holidays** – 13 paid holidays plus 1 holiday floater day. The floater holiday is intended for the last workday before Christmas Day or the last workday before New Year's Day, as determined by the Court. All non-probationary employees shall accrue an additional personal holiday annually.
- **Health Insurance** – The Court contributes 80% of the average premium toward health, dental, and vision insurance plus an additional \$75.00 per month (the additional \$75.00 is only through September 30, 2018). Employee share of cost for medical/dental/vision benefits is currently \$97.98 for the EPO coverage and \$438.98 for PPO coverage. Basic employee life insurance is provided at no cost to employee for \$30,000; Term & Basic Life Benefit through our County benefit plan is \$30,000 at a cost to the employee of \$1.32 per month. An additional \$20,000 of basic employee life insurance is provided to management employees at no cost to the employee. The Court pays \$200 per month to employees who choose not to participate in the group insurance plan;
- **Optional Deferred Compensation and Supplemental Insurance Plans are available;**
- **Employee Assistance Program;**
- **Flexible Spending Account** – Available for medical and dependent care expenses;
- **Retirement Plan** - Employees are enrolled in the California Public Employees' Retirement System (PERS) which is integrated with Social Security. Employees hired on or after January 1, 2013, shall pay at least 50% of normal costs of benefits. Retirement is 2% at 62. Employees hired before January 1, 2013, currently enrolled in PERS or the County Employees' Retirement Law of 1937 (the '37 Act) may be eligible to establish reciprocity. The employee's current contribution is 7%.

APPLICATION AND SELECTION PROCEDURES: The Superior Court of California, County of Tehama has an employment opportunity for the Court Division Manager. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery no later than **5:00 pm January 17, 2018**. No postmarks accepted.

The court application can be downloaded from the Tehama County Superior Court Website at <http://www.tehamacourt.ca.gov>.

Address:

**Tehama Superior Court
Attn: Michelle Haney ACEO/HR Manager
1740 Walnut St.
Red Bluff, CA 96080
Telephone: 530-529-6101 Fax: 530-527-4974**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

Tehama County Superior Court is committed to the principle of equal employment opportunity to all

persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Policy of Nondiscrimination

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.